

EFFECTIVE

May 10, 2010.

SUBJECTS

1. Application procedures.
 - Application procedures will be updated effective May 10, 2010.
 - Verification sources of identity.
2. Energy services.
 - Energy services changes are effective May 10, 2010.
 - Cap Increases for heat, non-heat and all electric households.
3. Online manual pages.

**1) Application
Procedures**

Procedures Updated ERM 103

The allowable sources of identity are updated to include the Social Security Administration (SSA) validation response within Bridges. Facsimiles and emails are allowable sources for MI Bridges online applications only. Applications submitted to the local offices must continue to verify identity with an original or copy of the original document showing identity.

Reason: Policy simplification due to implementation of online applications

**2) Energy
Services**

ERM 303

Beginning May 10, 2010, the maximum yearly payment limits for the following State Emergency Relief (SER) energy services are increased. The new cap amounts are:

Natural gas, wood and all other fuel types except for propane, fuel oil and coal - \$850.

Electricity - \$850.

All-electric household - \$1,700.

Caps may decrease depending on LIHEAP funding. Local offices will be notified of any decrease.

Reason: Funding allocations

3) Online Manual Pages

Online manual pages will be updated with the September 2010 release of policy.

**MANUAL
MAINTENANCE
INSTRUCTIONS**